

USPTO RFP No. DOC52-PAPT-04-01012

Questions and Answers

- 1. Because of the parking congestion in the Crystal City area, historically what is the percentage of moves that are performed outside of normal working hours?**

Around 5 percent of moves take place outside of the normal core hours.

- 2. What is the anticipated volume of sensitive documents to be disposed?**

The USPTO disposes of an estimated 75 to 100 burn bags per week.

- 3. Is this disposal on or off PTO premises?**

The disposal location is off premises.

- 4. Because of variable travel distances, does the government prefer separate submission for gas and mileage cost or some other method of allowance for reimbursement?**

This cost should be included in the proposal's total pricing.

- 5. What is the government's best estimate of annual vehicle travel mileage based on last years work order experience?**

USPTO does not maintain records of annual vehicle travel mileage.

- 6. What has been the current incumbent's contract expense activity over the past three years?**

Approximately \$3 million

- 7. How are parking fees to be extended to the government?**

The government does not expect to reimburse the contractor for any parking-related fees. Any and all parking costs should be included in the proposal's total pricing.

- 8. For new hires, will PTO provide temporary clearance in order to start work upon the award of the contract**

The contractor will have 14 days to submit the necessary clearance paperwork for all contractor personnel. Upon timely submission of security paperwork, the USPTO will grant personnel with temporary clearances.

- 9. If a firm has a strategic alliance / mentoring relationship with an 8(a) firm that has interest in responding to the above-listed requirement; with regard to the past performance requirements for this solicitation, would an emerging 8(a) business, need to submit their own past performance for this requirement, or under a teaming arrangement, would the past performance of the stronger teaming partner as the prime be acceptable?**

Yes, Past Performance Requirements should be submitted from the 8(a) firm only. A teaming arrangement can be mentioned, but all Past Performance Requirements must be from the 8(a).

- 10. Who is the incumbent and the Project Manager/contact person for the current contract and what was the total dollar amount of the previous award?**

C & G Moving and Storage, Inc.

- 11. The SF-33 states in Block 9 for the contractor to provide “sealed offers in original and 3 copies for furnishing supplies or services in the Schedule...” while Section L.11, Submission Requirements state “paper form (one original and six copies). We understand the requirement of one original, but how many copies should be submitted?**

One original and three copies.

- 12. The RFP and attachments are all in a PDF format. Can the RFP be converted to a MS Word format to allow for sections, i.e., Schedule B, Certifications and Representations, and the SF33 to be inserted directly into the proposal?**

No. All documents posted on the web must be in PDF format, in order to maintain the integrity of the documents.

- 13. Based on the expected start-up of the contract, is the Government expecting a normal 30-day phase-in transition period during the month of October 2004? If so, is the contractor expected provide a transition plan?**

No transition or phase in period is contemplated. The selected contractor is expected to begin full operations on the first day of the contract.

- 14. Does the current contract have a phase-out clause requiring the current contractor to provide routine transition support to the new contractor?**

No.

- 15. Please provide total cost (\$) and total hours expended by the Government for each year on the current contract.**

Approximately \$3 million

- 16. Section H.7 identifies the labor categories for key personnel. Please provide the number of key personnel expected to perform on this contract.**

The Project Manager is the only key personnel envisioned on this contract.

- 17. In the case where a delivery order is “mailed” as indicated in Section I.4(c), does this apply in the case of a last minute move-related request? Can the method of delivery be more specific with regard to Key Personnel being notified immediately for short notice tasks?**

Delivery Orders will be mailed and faxed.

- 18. Who is assigned as the Government’s Term Determining Official (TDO)? Is the TDO the same person as the Contracting Officer Technical Representative (COTR)?**

A TDO has not yet been assigned to this procurement.

- 19. The RFP includes two COTR’s, does that mean that both individuals are to provide an evaluation on an annual basis?**

Only one COTR will provide evaluation on an annual basis.

- 20. The DOL wage rates on the determination #1995-0819 revised 5/27/04 are so much lower than DOL wage determination # 94-2104 revised 6/08/04 (most current) for the same vicinity, is there a reason why this particular determination was chosen?**

See Amendment 002

- 21. Using rates as low as those indicated the wage determination #1995-0819 schedule will present a problem to any contractor attempting to get the best or most skilled and experienced personnel to perform the duties. Can this wage determination of choice be changed?**

See Amendment 002

- 22. Section B indicates a T & M Type contract, however Section H.1, states this is a firm fixed price contract. Which is correct?**

Section B is not a T & M contract. Section B, P.2 indicates “FIRM FIXED PRICE AND INDEFINITE DELIVERY/REQUIREMENTS”.